

# Frequent Errors in Scientific Writing

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This checklist constitutes a list of bad practices I encounter in almost every Seminar Paper, Bachelor/Master Thesis, or research paper. Please make sure that none of these errors appear in your work if you want to have feedback.

**Usage of Acronyms** Acronyms should be introduced upon their first usage with the expanded version followed by the abbreviated version in brackets.

- Do not re-introduced already existing acronyms.
- If a concept is abbreviated, introduce the acronym on the first usage.
- Once introduced, do not use the expanded form.

If `LATEX` is used, I heavily recommend to use the `glossaries` package. With that acronyms can be simply define with a handle. In text the expansion is handled automatically by just using `\gls{handle}`. Use `\glsdisablehyper` to prevent `LATEX` from inserting hyperlinks at every acronym.

**Smart Quotes** For the `LATEX` compiler to render quotes correctly (i.e., opening/closing quotes), ‘ and ’ and “ and ” must be used for single- and double quotes respectively. Do not use “.

**Language Consistency** Do not mix US and UK English. E.g., color vs. colour. Do not use informal language such as “it’s” or “they’re”.

**Captions** Captions should be full sentences and end with a ‘.’. They should fully describe the respective figure/table such that the element can be understood without the floating text. If a list of figures is used, a short version of the caption can also be provided. For tables the caption should be on top.

**References** When referring to a concrete figure, table, equation (e.g., see Figure 1), use uppercase Figure, Table, Caption. Use a non-breaking space ‘~’ to avoid line breaks between the word and the reference. For equations, `\eqnref` must be used (renders the number in brackets).

**Citations** Citations must be part of the sentence – i.e., if the citation if removed the sentence should still be valid. When the citation is used as a noun, write the author name(s) followed by the corresponding `\cite`.

**Enumerations/Bullet Lists** In English bullet points start with an uppercase letter.